

eSMR User Group Meeting

Date: January 9, 2008

Time: 10am-3pm

Room: San Luis Obispo Regional Water Quality Control Board
Watershed 3 Room, 1st Floor (please bring a picture ID to show to security)

Directions:

<http://www.waterboards.ca.gov/centralcoast/Board/Meetings/documents/DirectionsRWQCB.pdf>

Teleconferencing Number: 916-262-2271

WebEx Session Name: eSMR User Group

WebEx Password: water24

WebEx URL: <http://waterboards.webex.com/waterboards>

Item	Description	Purpose	Time	Lead
1	Meeting Items	<ul style="list-style-type: none">▪ Introductions▪ Approve past minutes▪ Review agenda▪ Past Action Items	10-1015	All
2	Process Flowchart	<ul style="list-style-type: none">▪ Make changes as needed for revised process flow	1015-1115	Ron Robinette
3	Business Process Concepts	<ul style="list-style-type: none">▪ Review the major concepts in the business process concepts	1115-1200	Amy Tong
4	Lunch	From 12pm-1:15pm	12-115	All
5	Major Issues	<ul style="list-style-type: none">▪ Review issues with permit coding and error check	115-145	All
6	Screen Mockups	<ul style="list-style-type: none">▪ Look at alternatives to the current discharger submission screens	145-215	Francisco Chiang
7	Day Summary	<ul style="list-style-type: none">▪ Summarize eSMR process and requirements gathered during meeting	215-230	All

Past Action Items:

Item #	Who	Action Item	Status/Notes
1	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format. Possibly break up into interim and long-term policy.
2	All	Coding Process	Develop Quality Assurance/Quality Check process for electronic coding. Discharger/Case worker.
3	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
4	All	Confirm Requirements	Confirm changes/requirements for permit coding process.
5	Hoang/Francisco	Permit Coding Design Draft	PENDING CONFIRMATION. Create mock-up screens for changes/requirements gathered for coding process.
6	Ron/Don	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool" as the 12/12 meeting will be spent review the discharger portion of eSMR. Include in discharger submission requirement document.
7	Ron	Process Flowchart	New. Allow process routing to change due to changes in permit. Also, include if permit is withdrawn. After NPDES permit is received, possible changes could affect eSMR process. Amendments.
8	Don	Accelerated Monitoring	New. Discuss with Russ/Susan/Dan (1) interpretation, (2) how to handle, (3) develop a use case testing scenario to ensure system accommodates requirements.
9	Dischargers	Volunteer to Host 2/13/2008 meeting	New. Send information to Ron if your facility can host our face-to-face meeting in February. We need a conference room that can accommodate between 20-30 people, and a location in the Bay Area or Northern California. Include room name.
10	Darrin	Steering Committee	New. When is the first meeting going to be held.